



Lockout Station & Kit Planner  
LOTO Station Layout, Assignment & Standardization

Facility Name: \_\_\_\_\_

Department / Area: \_\_\_\_\_

Station / Kit ID: \_\_\_\_\_

Station Type: ☐ Wall Station    ☐ Mobile Cart    ☐ Personal Kit    ☐ Department Kit

Primary Use Area / Machines Served: \_\_\_\_\_

Planner Date: \_\_\_\_\_

Planned By: \_\_\_\_\_

Station/Kit Location & Access

Physical Location (wall, aisle, room):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Accessibility:  
☐ Unrestricted  
☐ Supervisor-Controlled  
☐ Authorized Employees Only
- Primary users:  
☐ Maintenance  
☐ Production  
☐ Contractors  
☐ Other: \_\_\_\_\_

Serves Which Machines or Areas:  
\_\_\_\_\_  
\_\_\_\_\_

Device Alignment and Quantity Planning

Electrical Lockout Devices

Device Type	Assigned to	Required	Available
Circuit breaker lockout – single Pole	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Circuit breaker lockout – multi-pole	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Universal breaker lockout	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Plug lockout - standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Plug lockout - oversized	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Valve Lockout Devices

Device Type	Assigned	Required	Available
Gate valve lockout – small	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Gate valve lockout – medium	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Gate valve lockout - large	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Ball valve lockout	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Butterfly valve lockout	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		

Notes:

Pneumatic Devices

Device Type	Assigned	Required	Available
Pneumatic fitting lockout	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Line lockout	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		

Notes:

Mechanical & Stored Energy Controls

Device Type	Assigned to	Required	Available
Blocking devices	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Pins/chains	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Other			

Notes:

Lockout Hardware & Accessories

Device Type	Assigned to	Required	Available
Safety padlocks	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Lockout hasps	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Group lock box	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Lockout tags	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
Other			

Notes:

Visual Layout Planning

Use this section to sketch or describe physical placement

Station Orientation (left-to-right, top-to-bottom)

- ☐ High-use items placed at eye level
- ☐ Labels and silhouettes planned
- ☐ Color-coding used

Sketch:



Gap Analysis

- ☐ Quantities insufficient
- ☐ Devices missing
- ☐ Station overcrowded
- ☐ Devices not standardized
- ☐ Relocation or redesign needed

Action Required:

Alignment & Review

- ☐ Aligned with Energy Source Mapping Worksheet
- ☐ Aligned with Device Selector Checklist
- ☐ Aligned with Machine-Specific LOTO Procedures

Approval & Sign-Off

Role	Printed Name	Signature	Date
Authorized Employee			
Supervisor			
Safety/EHS			